

~~SECRET~~ EYES ONLY
CONFIDENTIAL
MINUTES

18/10/61

MEDICAL STAFF CAREER SERVICE BOARD MEETING
Wednesday, 18 October 1961

Present: C/MS - Chairman Dr. Tietjen
DC/MS - Voting Member Dr. [REDACTED]
C/OD - Voting Member Dr. [REDACTED]
AC/CD - Voting Member Dr. [REDACTED]
AC/SD - Voting Member Mr. [REDACTED]
C/PS Dr. [REDACTED]
Personnel Placement Officer Mr. [REDACTED]
PO/MS - Executive Secretary Mr. [REDACTED]
Secretary to C/MS - Recording Secretary . . Miss [REDACTED]

25X1A9a

1. Minutes of Previous Meeting

The Minutes of the Medical Staff Career Service Board Meeting of 13 September 1961 were approved by the Members without comment.

2. Review of Fitness Reports

a. The Executive Secretary called attention to Fitness Reports recently completed on the following personnel as containing outstanding ratings:

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[REDACTED] GS-13, Intelligence Officer (Medical)
[REDACTED], GS-9, Secretary-Stenographer
[REDACTED] GS-7, Secretary-Stenographer

b. The Fitness Reports on the following personnel contain superior ratings:

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[REDACTED] GS-16, Medical Officer
[REDACTED] GS-14, Medical Officer
[REDACTED] GS-13, Medical Officer
[REDACTED] GS-9, Administrative Pharmacist
[REDACTED] GS-7, Supply Assistant

25X1A9a

c. The Executive Secretary reviewed the comments of the Reviewing Official, Dr. [REDACTED], on the Fitness Report of [REDACTED], GS-8, Medical Technician, which indicated a lack of supervisory capability. C/OD, in recalling a recent discussion of the Board, felt these comments were in conflict with C/CD's comments regarding Mr. [REDACTED] when he was under consideration for an assignment.

d. A special Fitness Report recently completed on [REDACTED] GS-7, Medical Technician, was reviewed for the Board. The Executive Secretary reminded the Members that, in April 1961, Mr. [REDACTED] Periodic

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Step Increase was withheld because of an unfavorable Fitness Report covering the period of his overseas duty. Since the current Fitness Report indicated Mr. [redacted] is now performing in a satisfactory fashion, his Periodic Step Increase was approved effective 15 October 1961. C/OD added that Mr. [redacted] performed in an excellent manner during a recent TDY and, in fact, was commended by the Director of Training for this performance.

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e. The comments made by C/SD in connection with the rating of [redacted] was noted for the record. C/SD took exception to the very outstanding rating of Mrs. [redacted] by C/PS, who stated he had rated her on a comparative basis with other personnel of her category within his Staff and that he felt she deserved this rating. The Board recognized the excellence of Mrs. [redacted] performance and C/PS' confidence in her but noted that this rating would not be construed as evidence that she is superior to other Medical Staff personnel in the Secretary-Stenographer category.

f. In addition to the above, Fitness Reports have been completed on the following personnel and are available for the review of the Members:

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[redacted]

GS-8, Medical Technician
GS-8, Medical Technician
GS-8, Medical Technician

3. Recommendations for Promotion

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25X1A6a

a. [redacted] GS-7, Medical Technician. A recommendation for the promotion of Mr. [redacted] to GS-8 from the former Chief of Station, [redacted] and endorsed by C/OD was reviewed by the Executive Secretary, who recommended approval of the promotion. The Members concurred in this recommendation.

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25X1A9a

25X1A9a

b. [redacted] GS-6, Psychometrist. In accordance with the instructions of the Board at its meeting of 13 September, the Position Description for the Psychometrist was revised to reflect that on-the-job training would be equivalent to the educational requirements as stated. This revision was effected with the concurrence of the Salary and Wage Division. The Executive Secretary recommended approval of the promotion of Miss [redacted] to GS-7; the Members concurred in this promotion.

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c. [redacted], GS-4, Clerk-Typist. A recommendation for the promotion of Miss [redacted] to GS-5, as submitted by the Registrar and endorsed by C/SD, was reviewed for the Board Members. The Executive Secretary recommended approval of this promotion; the Members concurred in this recommendation.

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4. Request for Extension of Tour

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[redacted] GS-13, Medical Officer. [redacted] request for extension of his tour of duty at [redacted] for one year, from August 1962 to August 1963, was reviewed by the Executive Secretary, who noted that he is currently serving his second tour of duty at [redacted]. The Executive Secretary recommended approval of this extension; the Members concurred.

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5. Review of Training Evaluation Reports

The following Training Evaluation Reports are available for the review of the Members:

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[redacted]
[redacted] Shorthand)

GS-5, Secretary-Stenographer (Typing and

25X1A9a

[redacted]

GS-5, Secretary-Stenographer (Typing and Shorthand)

25X1A9a

[redacted]

GS-3, Clerk (Typing)

6. Periodic Step Increases

The following personnel will receive Periodic Step Increases in the near future:

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[redacted]

GS-11, Medical Service Officer

GS-7, Secretary-Stenographer

7. Miscellaneous

a. A letter of appreciation from the Director of Training on behalf of the services rendered by [redacted] GS-7, Medical Technician, was reviewed for the Members.

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b. The Executive Secretary announced [redacted] GS-9, Medical Service Officer, has submitted his resignation effective 27 October 1961.

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